

Subject: REASSIGNMENT OF TASKS

Definition/Explanation:

Due to continued budget reductions, personnel realignments and salary savings issues, the Executive Office will continue to review request to start the hiring process as well as requests to hire the selected applicant. This process will assist the DGS in managing its personnel resources, keeping them aligned with workload and monitoring our ability to hit our salary savings targets.

Policy:

It is the policy of the DGS that no reassignment of tasks, or change in duties shall occur without prior approval of the Classification and Pay (C&P) Analyst and/or the Deputy Director of the Management Services Division for any position within the DGS.

Procedures:

1. Prior to starting the hiring process or reassignment of tasks, submit requests via e-mail to the Deputy Director of the Management Services Division with a copy to the Chief, Office of Fiscal Services, Chief, Office of Human Resources and your C&P Analyst. The e-mail should include:
 - Position number
 - Classification title
 - Date position became vacant
 - If applicable, post and bid information
 - If applicable, freeze exemption information (number and classification of exemption)
 - Justification for filling the position
 - Impact on program salary savings requirement
2. If the reassignment of tasks, or change in duties is to occur for an employee in his/her current classification/position, the Personnel Liaison (PL) shall submit the current duty statement and the proposed duty statement (on an Essential Functions Duty Statement form – effective July 1, 2002) for review and approval by the C&P Analyst prior to the effective date of the proposed change in duties.
3. Upon approval of the change in duties, the employee's supervisor shall meet with the employee to discuss the new duties and have the employee sign and date the new duty statement. The original signed duty statement shall be forwarded to OHR for filing in the employee's Official Personnel Folder (OPF) and a copy shall be provided to the employee. It is suggested that the employee's supervisor retain a copy for his/her file as reference for annual performance reports, training needs, potential disciplinary action, etc.

4. If the reassignment of tasks, or change in duties is to occur for an employee that transfers or promotes to another classification/position, the PL shall prepare the RPA package and submit it to the C&P Analyst for processing.

Attachments: None